

# Upload Wizard (South Dakota)

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## Upload Wizard (South Dakota)

**PATH:** *SD State Reporting > Upload Wizard*

Districts that do not use the Infinite Campus District Edition to manage their district data can use the State Edition Upload tool to upload files containing their district's student information to the State System. Files uploaded with the tool must conform to the File Specifications noted in the following information.

This article includes the following topics:

- [Understanding the Upload Wizard](#)
- [File Specifications](#)
- [School Calendar Upload Specifications](#)
- [School Days Upload Specifications](#)
- [Student Demographic Upload Specifications](#)
- [Enrollment Upload Specifications](#)
- [Codes and Descriptions](#)

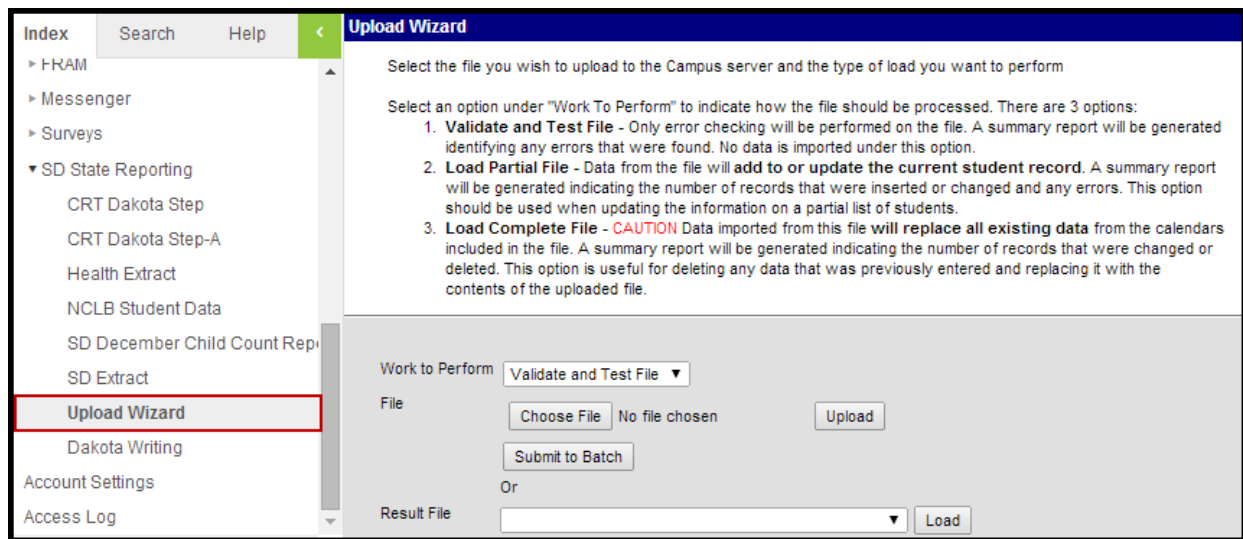


Image 1: South Dakota Upload Wizard

To use the tool, users must have tool rights to Upload Wizard tool. Users must have their user account set to the district that they are trying to upload into or must have state-wide district rights.

Prior to uploading a file, a calendar for the current year and all required grade levels for that calendar must be setup within the SD State Edition user interface. If this is not done, an error message will be displayed when an upload is attempted.

Additionally, the upload tool assumes that a School/Year has only one calendar and one schedule structure defined within the State Edition. If multiple calendars or schedule structures are created for that school/year, an error will display when an upload is attempted.

## Understanding the Upload Wizard

The Upload Wizard provides three actions that can be selected:

Action	Description
<b>Validate and Test</b>	In this mode the file will be uploaded and all data validation will be performed to ensure that the file conforms to the file specifications section. Additionally, a search will be performed on the District, School and Student Number to make sure the named District, School and Students actually exist. No data will change as a result of this action. A report will be generated listing errors and their corresponding line numbers and fields of error.
<b>Load Partial</b>	<p>This mode will insert or update data for each record from the file that has no errors. If a row has an error, it will be displayed in the report generated after the upload completes.</p> <p>When inserting new data, such as at the beginning of a school year, each student record in the file will create a new enrollment record.</p> <p>When updating data that already exists, the enrollment start date will be used to match the enrollment that should be updated. If an enrollment with a matching start date is not found, a new enrollment will be created.</p> <p>When updating the dated enrollment fields Meal Status and Title 1, the dated record that will be changed is the one with an effective date matching the enrollment start date. If none can be found, a new record with that date is created.</p> <p>When updating the dated fields, SPED, Special Ed Program, Special Ed Category and Disability, the dated field will be matched to existing SPED data within the enrollment based on the Special Ed Start Date field. If a SPED record with that start date cannot be found, a new record is created with that Special Ed start date.</p>
<b>Load Complete</b>	<p>In addition to Validating and Testing, the Load Complete mode will erase all student data from calendars named in the upload file. After that, the records in the file are inserted as new enrollments. This mode should be used if a complete refresh of the data is required. It should not be used if any data has been manually edited through the user interface as that data will be lost.</p> <div style="border: 1px solid #f9e79f; padding: 10px; margin-top: 10px;"> <p>This will remove all existing data.</p> </div>

## Uploading Files

1. Select the appropriate action as defined above in the **Work to Perform** dropdown list.
2. Locate the file to upload by selecting the **Browse** button in the File field. Follow the instructions for uploading and click the **Upload** button.
3. Or, select a file from the **Result File** dropdown and click the **Load** button.

The file will be processed and a verification of the upload will be returned.

**Results:**

File Name: 04002\_12012006\_SD.tsv  
 Processing Started Time: Wed Aug 18 13:52:04 CDT 2010.  
 Processing Finished Time: Wed Aug 18 13:52:04 CDT 2010.  
 Total Time To Process File: 0 seconds.

0 Records Inserted.  
 0 Records Changed.  
 0 Records Deleted.

**A fatal exception occurred preventing the file from being completely loaded. See Errors for details.**

**Error Count:**1  
**Warning Count:**0

**Error Detail:**

Line Number	Error Message	Content
1	Bad header data length in field 'Record Type', column 1. Field can be at most 2 characters and must be at least 2 characters.	HD 12/01/2006 23:00:00 SD2.0

**Warning Detail:**

Line Number	Warning Message	Content
No Warnings		

Image 2: Upload Confirmation

Not all fields are automatically overwritten at the state level. When **Homeless, First Year in Country, Parent Does not want Meal Status shared with DSS, Meal Status** or any type of Title 1 fields are not null at the state level but no or null at the district level, a message will appear when a status change is attempted indicating that a status that is not No or Null exists and should not be overwritten.

The Enrollment Upload will create split fields with the date of the Enrollment Report Upload for Meal Status (if the status is changed from F or R to Standard) and any Title 1 status (if changed from Yes to No), with a warning message indicating that the student record was successfully imported and a new record was created.

## File Specifications

Files should follow the proper naming conventions and record definitions defined below:

- All files will be tab delimited with a header record.
- If a field is not required it can be left blank, but the proper number of tabs must be in each record.
- All dates within the file will be in the format MM/DD/YYYY.
- Times within the file will be displayed in military (24 hour) time HH:MM:SS such as 23:00:00 for 11:00pm.

### File Name

Files must be named with the district number (maximum of 5 digits), underscore, date underscore and record type with the extension \*.tsv. Forward slashes are not allowed in file names and should be left out.

#### Example:

*District 10063 submitting a Student Demographics file on 12/01/2006 would name the file:*  
10063\_12012006\_SD.tsv

### Header Record

The first line of all files will be the header record. This is required.

Name	Length	Code/Format	Description
Record Type	2	"HD"	Always the value "HD"
Date	01	MM/DD/YYYY	Date report was generated
Time	8	HH:MM:SS	Time report was generated
Version	15	"SD2.0"	Always the value "SD2.0"

#### Example Record:

*Header record submitted on December 1, 2006 at 11:00 pm:*

HD 12/01/2006 23:00:00SD2.0

## School Calendar Upload Specifications

This record defines each School Calendar or track a school is running. There should be at least 1 record per school. There can be multiple records per school if the school has students receiving instruction on different days or for different durations. If the school has multiple calendars, each calendar must be given a distinct Calendar Number.

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Record Type</b>	Type of record being generated.	Alphabetic, 2 characters  Always the value of "SS"	Not dynamically stored	Not dynamically stored
<b>District Number</b>	State-assigned district identification number.	Numeric, 5 digits	District.number	System Administration > Resources > District Information > District Number
<b>School Number</b>	State-assigned school identification number.	Numeric, 2 digits	School.number	System Administration > Resources > School > State School Number
<b>Year</b>	The end year of the calendar ( <i>i.e.</i> for 2006-2007 = 2007).	Date field, 4 characters  YYYY	Calendar.endYear	System Administration > Calendar > Calendar > Calendar Info > End Date
<b>Calendar Number</b>	Number assigned to the calendar. Needs to match calendar number in associated SD-Extract-School Calendar file.	Numeric, 3 digits	Calendar.number	System Administration > Calendar > Calendar > Calendar ID

<b>Calendar Type</b>	The type of calendar for which information is being reported. If the value being imported is not a valid option, a warning will appear. If data already exists but the import file does not have a value entered, the existing value will not be overwritten.  See the <a href="#">School Calendar Extract</a> article for a list of options.	Alphanumeric, 1 character	Calendar.type	System Administration > Calendar > Calendar > Type
<b>Student Day</b>	The number of minutes of instruction in the typical student day.	Numeric, 3 digits	Calendar.studentDay	System Administration > Calendar > Calendar
<b>4 Day School Week</b>	Indicates a 4 Day School Week.	Alphanumeric, 1 character  Y or N	Calendar.alternativeCode	System Administration > Calendar > Calendar

**Example Records:**

*An elementary school (0120) grades 1through 6 that attend 360 minutes of instruction per day and has half-day Kindergarten that attends 180 minutes of instruction per day and starts on a different date then the other grades.*

SS 63 2007 1 360 Y

SS 63 120 2007 2 180 Y



## School Days Upload Specifications

This record defines when a school is open and when it provides instruction to students. There should be 1 record per date per School Calendar record within the date range that the school is open.

Element Name	Description	Type, Format and Length	Campus Database	Campus Database
<b>Record Type</b>	Type of record being generated. In this case, always a value of "DY".	Alphabetic, 2 characters  DY	Not dynamically stored	Not dynamically stored
<b>District Number</b>	State-assigned district identification number.	Numeric, 5 digits	District.number	System Administration > Resources > District Information > District Number
<b>School Number</b>	State assigned school identification number	Numeric, 2 digits	School.number	System Administration > Resources > District Information > State School Number
<b>Year</b>	The end year of the calendar ( <i>i.e.</i> for 2006-2007 = 2007).	Date field, 4 characters  YYYY	Calendar.endYear	System Administration > Calendar > Calendar > Calendar Info
<b>Calendar Number</b>	Number assigned to the calendar. Needs to match calendar number in associated SD-Extract-School Calendar file.	Numeric, 3 digits	Calendar.number	System Administration > Calendar > Calendar > Number
<b>Date</b>	A day record for each day in the calendar	Date field, 10 characters  MM/DD/YYYY	Day.date	System Administration > Calendar > calendar > Days > Date

<b>Instructional Day</b>	Indicates whether instruction was given to students on this date.	Alphabetic, 2 characters  Y or N	Day.instruction	System Administration > Calendar > Calendar > Days > Instruction
<b>School Day</b>	Indicates if the school was open on this date ( <i>i.e.</i> teacher in-service day will have Instruction = N and School Day = Y).	Alphabetic, 2 characters  Y or N	Day.schoolDay	System Administration > Calendar > Calendar > Days > School Day
<b>Attendance Day</b>	Indicates if there is attendance for this day.	Alphabetic, 2 characters  Y or N	Day.attendance	System Administration > Calendar > Calendar > Days > Attendance
<b>Day Duration</b>	Number of minutes of instruction offered on this day.	Numeric, 3 digits	Day.duration	System Administration > Calendar > Calendar > Days > Duration

**Example Records:**

The week of April 22, 2007 to April 28, 2007 has instruction starting Monday and continuing through Thursday, with a teacher in-service day on Friday; its records would look like:

DY 63 2007 1 04/22/2007 N N N 0

DY 63 2007 1 04/23/2007 Y Y Y 360

DY 63 120 2007 1 04/24/2007 Y Y Y 360

DY 63 120 2007 1 04/25/2007 Y Y Y 360

DY 63 120 2007 1 04/26/2007 Y Y Y 360

DY 63 120 2007 1 04/27/2007 N Y N 0

DY 63 120 2007 1 04/28/2007 N N N 0

## Student Demographic Upload Specifications

This record format contains basic student demographics fields. Typically there should be one record per student. The exception for this is when a student's name or identifying information changes while at a district. The state needs to maintain a history of all name changes for students, and the effective date controls when this name was used.

When a new identity is created for a person, existing information in the Person Information area of the Demographics tab is not deleted for the following fields:

- Social Security Number
- Birth Country
- Date Entered US
- Date Entered US School
- Date Entered State School
- Birth Verification
- Nickname
- Comments

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Record Type</b>	The type of record being generated. In this case, always the value of "SD" for student demographics.	Alphabetic, 2 characters SD	Not dynamically stored	Not dynamically stored
<b>District Number</b>	State-assigned district identification number.	Numeric, 5 digits	District.number	System Administration > Resources > District Information > District Number

<b>State ID</b>	<p>State identification number assigned to students.</p> <p>When importing in the State Edition, if the State ID does not match any person, a new person is created and a new State ID is created. The State ID in the file is not imported.</p> <p>When importing in the District Edition, if the State ID is null, the record is ignored and not imported. If the State ID exists in the file but does not match a person, an error message is produced and the record is not imported.</p>	Numeric, 9 digits	Person. studentNumber	Census > People > Demographics > Person Identifiers > Student State ID
<b>Last Name</b>	Student's legal last name	Alphanumeric, 40 characters	Identity.lastName	Census > People > Demographics > Last Name
<b>First Name</b>	Student's legal first name	Alphanumeric, 35 characters	Identity.firstName	Census > People > Demographics > First Name
<b>Middle Name</b>	Student's legal middle name.	Alphanumeric, 20 characters	Identity.middleName	Census > People > Demographics > Middle Name
<b>Suffix</b>	Suffix attached to student's legal name. Accepts Jr. and SR. with or without punctuation.	Alphanumeric, 3 characters	Identity.suffix	Census > People > Demographics > Suffix
<b>Gender</b>	Student's gender	Alphabetic, 1 character  M or F	Person.gender	Census > People > Demographics > Gender

<b>Birth Date</b>	Student's date of birth	Date field, 10 characters  MM/DD/YYYY	Identity.birthDate	Census > People > Demographics > Birth Date
<b>Race Determination</b>	Code indicating how student race was determined.  Valid options include: <ul style="list-style-type: none"> <li>• 01: Parent Identified</li> <li>• 02: Self Identified</li> <li>• 03: Observer Determined</li> <li>• 04: Unknown</li> </ul>	Numeric, 2 digits	Identity.raceEthnicityDetermination	Census > People > Demographics > Race Determination
<b>Hispanic Indicator</b>	Indicates if student is Hispanic/Latino.	Numeric, 1 digit	Identity.hispanicEthnicity	Census > People > Demographics > Race/Ethnicity > Edit > Is the individual Hispanic/Latino?
<b>American Indian or Alaska Native</b>	Indicates if student is American Indian or Alaska native.	Alphanumeric, 1 digit  Y or N	Identity.raceEthnicity	Census > People > Demographics > Race/Ethnicity > American Indian or Alaska Native
<b>Asian</b>	Indicates if student is Asian	Alphanumeric, 1 digit  Y or N	Identity.raceEthnicity	Census > People > Demographics > Race/Ethnicity > Asian
<b>Black or African American</b>	Indicates if student is Black or African American	Alphanumeric, 1 digit  Y or N	Identity.raceEthnicity	Census > People > Demographics > Race/Ethnicity > Black or African American
<b>Native Hawaiian or Other Pacific Islander</b>	Indicates if student is Native Hawaiian or Other Pacific Islander.	Alphanumeric, 1 digit  Y or N	Identity.raceEthnicity	Census > People > Demographics > Race/Ethnicity > Native Hawaiian or Other Pacific Islander

<b>White</b>	Indicates if student is White	Alphanumeric, 1 digit  Y or N	Identity. raceEthnicity	Census > People > Demographics > Race/Ethnicity > White
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**Example Records:**

A student record for Joe Smith,

SD      63                      Smith   Joe      Alan   II              M              03/01/1997      05

**Common errors:**

- Gender or Race/Ethnicity left blank (data is required for these fields)
- Field names included in file (please remove all field names, such as legal entity number, gender, race/ethnicity, etc.).
- Date Fields must be in a MM/DD/YYYY format (e.g. 03/07/1999).
- Fields with no information still require a tab.

## Enrollment Upload Specifications

This record contains information for the student enrollment. Typically there should be one record per student enrollment. For your file name, the record type is EN.

**Header Record**

Name	Length	Code/Format	Description
<b>Record Type</b>	2	"HD"	Always the value "HD"
<b>Date</b>	10	MM/DD/YYYY	Date report was generated
<b>Time</b>	8	HH:MM:SS	Time report was generated
<b>Version</b>	15	"SD2.0"	Always the value "SD2.0"

**Enrollment Record**

<b>Name</b>	<b>Description</b>	<b>Type, Format and Length</b>	<b>Campus Database</b>	<b>Campus Interface</b>
<b>District Number</b>	State-assigned district identification number.	Number, 5 digits	District.number	System Administration > Resources > District Information > District Number
<b>School Number</b>	State-assigned school identification number.	Number, 2 digits	School.number	System Administration > Resources > School > State School Number
<b>Calendar Number</b>	Number assigned to the calendar. Needs to match calendar number in associated SD-Extract-School Calendar file.	Number, 3 digits	Calendar.number	System Administration > Calendar > Calendar > Number
<b>First Name</b>	Student's legal first name.	Alphanumeric, 35 characters	Identity.firstName	Census > People > Demographics > First Name
<b>Middle Name</b>	Student's legal middle name.	Alphanumeric, 20 characters	Identity.middleName	Census > People > Demographics > Middle Name
<b>Last Name</b>	Student's legal last name.	Alphanumeric, 40 characters	Identity.lastName	Census > People > Demographics > Last Name
<b>Birth date</b>	Student's date of birth.	Date field, 10 characters MM/DD/YYYY	Identity.birthdate	Census > People > Demographics > Birth Date
<b>Gender</b>	Student's gender.	Alphabetic, 1 character M or F	Person.gender	Census > People > Demographics > Gender

<b>Race Determination</b>	Code indicating how student race was determined.  Valid options include: <ul style="list-style-type: none"><li>• 01: Parent Identified</li><li>• 02: Self Identified</li><li>• 03: Observer Determined</li><li>• 04: Unknown</li></ul>	Numeric, 2 digits	Identity.race EthnicityDetermination	Census > People > Demographics > Race Determination
<b>Hispanic Indicator</b>	Indicates if student is Hispanic/Latino.	Numeric, 1 digit	Student.hispanicEthnicity	Census > People > Demographics > Race/Ethnicity > Edit > Is the individual Hispanic/Latino?
<b>American Indian or Alaska Native</b>	Indicates if student is American Indian or Alaska native.	Numeric, 1 digit	Student.raceEthnicity	Census > People > Demographics > Race/Ethnicity > American Indian or Alaska Native
<b>Asian</b>	Indicates if student is Asian.	Numeric, 1 digit	Student.raceEthnicity	Census > People > Demographics > Race/Ethnicity > Asian
<b>Black or African American</b>	Indicates if student is Black or African American.	Numeric, 1 digit	Student.raceEthnicity	Census > People > Demographics > Race/Ethnicity > Black or African American
<b>Native Hawaiian or Other Pacific Islander</b>	Indicates if student is Native Hawaiian or Other Pacific Islander.	Numeric, 1 digit	Student.raceEthnicity	Census > People > Demographics > Race/Ethnicity > Native Hawaiian or Other Pacific Islander
<b>White</b>	Indicates if student is White.	Numeric, 1 digit	Student.raceEthnicity	Census > People > Demographics > Race/Ethnicity > White
<b>State ID Number</b>	Student's state ID number.	Numeric, 9 digits	Person.studentNumber	Census > People > Demographics > Person Identifiers > Student State ID



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<b>Social Security Number</b>	Student's Social Security number.	Numeric, 9 digits	Student.ssn	Census > People > Demographics > Social Security Number
<b>Grade Level</b>	Student grade level	Alphanumeric, 2 characters	Enrollment.grade	Student Information > General > Enrollment > Grade
<b>Resident District Number</b>	The identification number of the district in which the student resides.	Numeric, 5 digits	Enrollment.residentDistrict	Student Information > General > Enrollments > State Reporting Fields > Resident District
<b>Attending District Number</b>	The identification number of the district in which the student attends school.	Numeric, 5 digits	Enrollment.servingDistrict	Student Information > General > Enrollments > State Reporting Fields > Serving (Attending) District
<b>Enrollment Start Date</b>	The day student enrollment began.	Date field, 10 characters MM/DD/YYYY	Enrollment.startDate	Student Information > General > Enrollments > Start Date
<b>Enrollment End Date</b>	The day student enrollment ended.	Date field, 10 characters MM/DD/YYYY	Enrollment.endDate	Student Information > General > Enrollments > End Date
<b>Service Type</b>	Indicates type of service student is receiving.  See <a href="#">Service Type Codes</a> Table below.	Alphabetic, 1 character	Enrollment.serviceType	Student Information > General > Enrollments > Service Type
<b>Percent Enrolled</b>	Percentage of time student was enrolled in the service, between 0 and 100.	Numeric, 3 digits	Enrollment.percentEnrolled	Student Information > General > Enrollments > State Reporting Fields > Percent Enrolled

<b>Start Status</b>	The reason for the student's entry into the school.	Numeric, 2 digits	Enrollment.startStatus	Student Information > General > Enrollments > General Enrollment Information > Start Status
<b>End Status</b>	Reason student enrollment was ended. If Enrollment End Date is supplied, an End Status must be entered. See options in the <a href="#">South Dakota Enrollments Tab</a> article.	Numeric, 2 digits	Enrollment.endStatus	Student Information > General > Enrollments > End Status
<b>County Number</b>	State defined county number or code.	Numeric, 2 digits	County.number	Student Information > General > Enrollments > County
<b>Enrollment Status</b>	Status of the student's enrollment. If Resident District and Attending District are not the same, an Enrollment Status must be selected. If Resident District and Attending District are the same, only codes A and D are available. If the districts differ, codes B, C, E, G, J, M, O, P, T and W are available.  See <a href="#">Enrollment Status Codes</a> Table below.	Alphanumeric, 1 character	EnrollmentSD.enrollmentStatus	Student Information > General > Enrollments > State Reporting Fields > Enrollment Status

<b>LEP</b>	<p>Indicates student is participating in LEP programming.</p> <p>If the current date falls within the Identified Date and Exit Date entered on the LEP tab, a value of Y is reported. Otherwise, a value of N is reported.</p>	<p>Alphabetic, 1 character</p> <p>Y or N</p>	Enrollment.lep	Student Information > General > LEP > Program Status
<b>Primary Language</b>	<p>Primary language the student speaks. If LEP = Y, Primary Language must not be empty.</p> <p>See the <a href="#">Language List attachment</a> for a complete list of accepted code values.</p>	<p>Alphanumeric, 3 characters</p>	Enrollment.language	Census > People > Identities > Home Primary Language
<b>LEP Date</b>	<p>The date on which the student began participation in the English proficiency program.</p> <p>If the LEP column reports a value of Y, this field will report the Identified Date</p>	<p>Date field, 10 characters</p> <p>MM/DD/YYYY</p>	Enrollment.englishProficiencyDate	Student Information > General > LEP > Identified Date
<b>Gifted</b>	<p>Indicates if the student is considered gifted.</p>	<p>Alphanumeric, 1 character</p> <p>Y or N</p>	Enrollment.giftedTalented	Student Information > General > Enrollments > State Reporting Fields > Gifted
<b>504 Plan</b>	<p>Indicates if the student has a 504 Plan.</p>	<p>Alphanumeric, 1 character</p> <p>Y or N</p>	Enrollment.section504	Student Information > General > Enrollments > State Reporting Fields > 504 Plan

<b>Special Ed Category</b>	Code indicating category into which student's special education program participation fits. If Special Ed Category is entered, Special Ed Start Date must not be empty.  See <a href="#">Special Ed Category Codes</a> Table below.	Numeric, 8 digits	Enrollment .specialEdSetting	Student Information > General > Enrollments > Special Ed Fields > Special Ed Category
<b>Occupational Therapy Hours</b>	Number of hours student participated in occupational therapy. Round to 3 decimals.	Decimal, 8 digits	<i>CustomEnrollment</i> sped.occupationalHours	Student Information > General > Enrollments > Special Ed Fields > Occupational Therapy Hours
<b>Physical Therapy Hours</b>	Number of hours student participated in physical therapy. Round to 3 decimals.	Decimal, 8 digits	<i>CustomEnrollment</i> sped.physicalHours	Student Information > General > Enrollments > Special Ed Fields > Physical Therapy Hours
<b>Psychological Therapy Hours</b>	Number of hours student participated in psychological therapy. Round to 3 decimals.	Decimal, 8 digits	<i>CustomEnrollment</i> sped.psychologicalHours	Student Information > General > Enrollments > Special Ed Fields > Psychological Therapy Hours
<b>Counseling Hours</b>	Number of hours student participated in counseling services. Round to 3 decimals.	Decimal, 8 digits	<i>CustomEnrollment</i> sped.counselingHours	Student Information > General > Enrollments > Special Ed Fields > Counseling Services Hours
<b>Social Work Hours</b>	Number of hours student participated in social work services. Round to 3 decimals.	Decimal, 8 digits	<i>CustomEnrollment</i> sped.socialWorkHours	Student Information > General > Enrollments > Special Ed Fields > Social Work Services Hours

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<b>Audiological Therapy Hours</b>	Number of hours student participated in audiological services. Round to 3 decimals.	Decimal, 8 digits	<i>CustomEnrollment</i> sped.audiologicalHours	Student Information > General > Enrollments > Special Ed Fields > Audiological Services Hours
<b>Recreational Therapy Hours</b>	Number of hours student participated in recreational therapy. Round to 3 decimals.	Decimal, 8 digits	<i>CustomEnrollment</i> sped.recreationalHours	Student Information > General > Enrollments > Special Ed Fields > Recreational Therapy Hours
<b>School Health Hours</b>	Number of hours student participated in school health services. Round to 3 decimals.	Decimal, 8 digits	<i>CustomEnrollment</i> sped.schoolHealthHours	Student Information > General > Enrollments > Special Ed Fields > School Health Services Hours
<b>Speech Therapy Hours</b>	Number of hours student participated in speech/language therapy. Round to 3 decimals.	Decimal, 8 digits	<i>CustomEnrollment</i> sped.speechHours	Student Information > General > Enrollments > Special Ed Fields > Speech/Language Therapy Hours
<b>SPED Transportation</b>	Indicates whether student is receiving transportation assistance.	Alphabetic, 1 character  Y or N	<i>CustomEnrollment</i> sped.transportation	Student Information > General > Enrollments > Special Ed Fields > Transportation
<b>Other Service Hours</b>	Number of hours student participated in other services. Round to 3 decimals.	Decimal, 8 digits	<i>CustomEnrollment</i> sped.otherServiceHours	Student Information > General > Enrollments > Special Ed Fields > Other Service Hours
<b>SPED Assistive Technology</b>	Indicates whether student is receiving assistive technology services.	Alphabetic, 1 character  Y or N	<i>CustomEnrollment</i> sped.assistiveTechnology	Student Information > General > Enrollments > Special Ed Fields > Assistive Technology

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<b>Orientation Mobility Hours</b>	Number of hours student participated in orientation mobility therapy. Round to 3 decimals.	Decimal, 8 digits	<i>CustomEnrollment</i> sped.orientationHours	Student Information > General > Enrollments > Special Ed Fields > Orientation Mobility Hours
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<b>ASD Severity Behaviors</b>	<p>Indicates if the student requires ASD Behavioral support and the severity level of this support.</p> <ul style="list-style-type: none"> <li>When a value of 1 is imported, a value of 1: Requiring Support is populated for the ASD Severity Behaviors Field.</li> <li>When a value of 2 is imported, a value of 2: Requiring Substantial Support is populated for the ASD Severity Behaviors Field.</li> <li>When a value of 3 is imported, a value of 3: Requiring Very Substantial Support is populated for the ASD Severity Behaviors Field.</li> <li>If the column is null, no value is imported.</li> <li>An existing ASD Severity Behavior value will be overwritten by the value in the import.</li> </ul>	Alpha, 1 character	<i>CustomEnrollment</i> sped.asdSeverityBehaviors	Student Information > General > Enrollments > Special Ed Fields > ASD Severity Behaviors
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<b>ASD Severity Communication</b>	<p>Indicates if the student requires ASD Communication support and the severity level of this support.</p> <ul style="list-style-type: none"> <li>When a value of 1 is imported, a value of 1: Requiring Support is populated for the ASD Communication Behaviors Field.</li> <li>When a value of 2 is imported, a value of 2: Requiring Substantial Support is populated for the ASD Communication Behaviors Field.</li> <li>When a value of 3 is imported, a value of 3: Requiring Very Substantial Support is populated for the ASD Communication Behaviors Field.</li> <li>If the column is null, no value is imported.</li> <li>An existing ASD Severity Communication value will be overwritten by the value in the import.</li> </ul>	Alpha, 1 character	<i>CustomEnrollment</i> sped. asdSeverityCommunication	Student Information > General > Enrollments > Special Ed Fields > ASD Severity Communication
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<b>Participates in Alt Assessment</b>	<p>Indicates if the student participates in alternative assessment.</p> <ul style="list-style-type: none"> <li>When a value of Y is imported, the Participates in Alt Assessment checkbox will be marked on the enrollment record.</li> <li>When a value of N is imported, the Participates in Alt Assessment checkbox will not be marked on the enrollment record.</li> </ul>	<p>Alphabetic, 1 character</p> <p>Y or N</p>	<p><i>CustomEnrollment</i> sped.cognitiveDisabilities</p>	<p>Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; Participates in Alt Assessment</p>
<b>Special Ed Program</b>	<p>Code indicating the type of special education program in which the student is participating. If Special Ed Program is entered, SPED Start Date must not be empty.</p> <p>See <a href="#">Special Ed Program Codes</a> Table below.</p>	<p>Alphabetic, 1 character</p>	<p>Enrollment. specialEdStatus</p>	<p>Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; Special Ed Program</p>
<b>Primary Disability</b>	<p>Student's primary disability. If Primary Disability is entered, SPED Start Date must not be empty.</p> <p>See <a href="#">Disability Codes</a> Table below.</p>	<p>Alphanumeric, 3 characters</p>	<p>Enrollment.disability1</p>	<p>Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; Primary Disability</p>

## PRODUCT INFORMATION - UPLOAD WIZARD (SOUTH DAKOTA)

<b>Multiple Disability 1</b>	Student's disability in addition to Primary Disability.  See <a href="#">Disability Codes</a> Table below.	Alphanumeric, 3 characters	Enrollment.disability2	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 1
<b>Multiple Disability 2</b>	Student's disability in addition to Primary Disability.  See <a href="#">Disability Codes</a> Table below.	Alphanumeric, 3 characters	Enrollment.disability3	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 2
<b>Multiple Disability 3</b>	Student's disability in addition to Primary Disability.  See <a href="#">Disability Codes</a> Table below.	Alphanumeric, 3 characters	Enrollment.disability4	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 3
<b>Multiple Disability 4</b>	Student's disability in addition to Primary Disability.  See <a href="#">Disability Codes</a> Table below.	Alphanumeric, 3 characters	Enrollment.disability5	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 4
<b>Multiple Disability 5</b>	Student's disability in addition to Primary Disability.  See <a href="#">Disability Codes</a> Table below.	Alphanumeric, 3 characters	Enrollment.disability6	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 5
<b>SPED Start Date</b>	Beginning date of Special Education program participation.	Date field, 10 characters MM/DD/YYYY	Enrollment.spedStartDate	Student Information > General > Enrollments > Special Ed Fields > Effective Date
<b>SPED End Date</b>	Ending date of Special Education program participation.	Date field, 10 characters MM/DD/YYYY	Enrollment.spedExitDate	Student Information > General > Enrollments > Special Ed Fields > End Date

<b>SPED Exit Code</b>	Exit code attached to the ending of the student's special education participation.  See <a href="#">Special Ed Exit Codes</a> Table below.	Numeric, 10 digits	Enrollment.spedExitReason	Student Information > General > Enrollments > Special Ed Fields > Exit Code
<b>Days Absent</b>	Number of days student was absent.	Decimal, 8 digits	Calculated, not dynamically stored	Student Information > General > Enrollments > State Reporting Fields > Absent Days
<b>Title 1 Status</b>	Indicates whether student is participating in title 1 services.	Alphabetic, 1 character  Y or N	Enrollment.title1	Student Information > General > Enrollments > State Reporting Fields > Title 1
<b>Citizenship</b>	Code indicating student's citizenship status.  See <a href="#">Citizenship Codes</a> Table below.	Numeric, 1 digits	Enrollment.citizenship	Student Information > General > Enrollments > State Reporting Fields > Citizenship
<b>Transportation</b>	Indication of transportation assistance provided to the student, if applicable.  See <a href="#">Transportation Codes</a> Table below.	Numeric, 2 digits	Enrollment.transportation	Student Information > General > Enrollments > State Reporting Fields > Transportation Category

<b>Homeless</b>	Indicates student's homeless status. If student was homeless at any point during the school year, field should remain populated even if student is no longer homeless.  See <a href="#">Homeless Status Codes</a> Table below.	Alphanumeric, 1 character	Enrollment.homeless	Student Information > General > Enrollments > State Reporting Fields > Homeless Status
<b>Unaccompanied Youth</b>	Indicates the student is not in the presence of a parent, guardian or legal status identified by the court system.	Alphanumeric, 1 character	Enrollment.mvUnaccompaniedYouth	Student Information > General > Enrollments > State Reporting Fields > Unaccompanied Youth
<b>Title 1 Math</b>	Indicates student's participation in Title 1 Math program.	Alphabetic, 1 character  Y or N	EnrollmentSD.title1Math	Student Information > General > Enrollments > State Reporting Fields > Title 1 Math
<b>Title 1 Reading</b>	Indicates student's participation in Title 1 Reading program.	Alphabetic, 1 character  Y or N	EnrollmentSD.title1Reading	Student Information > General > Enrollments > State Reporting Fields > Title 1 Reading
<b>Title 1 Science</b>	Indicates student's participation in Title 1 Science program.	Alphabetic, 1 character  Y or N	EnrollmentSD.title1Science	Student Information > General > Enrollments > State Reporting Fields > Title 1 Science
<b>Title 1 Social Science</b>	Indicates student's participation in Title 1 Social Science program.	Alphabetic, 1 character  Y or N	EnrollmentSD.title1SocialScience	Student Information > General > Enrollments > State Reporting Fields > Title 1 Social Science

## PRODUCT INFORMATION - UPLOAD WIZARD (SOUTH DAKOTA)

<b>Title 1 Vocational</b>	Indicates student's participation in Title 1 Vocational program.	Alphabetic, 1 character  Y or N	EnrollmentSD.title1Vocational	Student Information > General > Enrollments > State Reporting Fields > Title 1 Vocational
<b>Title 1 Health</b>	Indicates student's participation in Title 1 Health program.	Alphabetic, 1 character  Y or N	EnrollmentSD.title1Health	Student Information > General > Enrollments > State Reporting Fields > Title 1 Health/ Dental/Eye Care
<b>Title 1 Guidance</b>	Indicates student's participation in Title 1 Guidance program.	Alphabetic, 1 character  Y or N	EnrollmentSD.title1Guidance	Student Information > General > Enrollments > State Reporting Fields > Title 1 Supporting Guidance
<b>First Year In Country</b>	Indicates that this enrollment represents the student's first year in the country.	Alphabetic, 1 character  Y or N	EnrollmentSD.firstYearInCountry	Student Information > General > Enrollments > State Reporting Fields > First Year in Country
<b>Date Entered US Schools</b>	The date the student enrolled in a US school.	Date field, 10 characters MM/DD/YYYY	Identity.dateEnteredUSSchool	Census > People > Demographics > Data Entered US Schools
<b>Diploma Type</b>	The student's graduation diploma type.  Reporting values are as follows: <ul style="list-style-type: none"><li>• 1: Regular Diploma</li></ul>	Alphanumeric, 2 characters	Graduation.diplomaType	Student Information > General > Graduation > Diploma Type
<b>Diploma Date</b>	The date the student received	Date field, 10 characters MM/DD/YYYY	Graduation.diplomaDate	Student Information > General > Graduation > Diploma Date

## PRODUCT INFORMATION - UPLOAD WIZARD (SOUTH DAKOTA)

Year	The end year of the enrollment ( <i>i.e.</i> for SY2006-2007 = 2007).	Date field, 4 characters YYYY	Calendar.endYear	System Administration > Calendar > Calendar > Calendar Info
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**Example:**

*A student record for Kelsey Kramer.*

12345	12	123	Kelsey Ann	Kramer	10/11/1991	F	WH		
123456789		223456789	F	10	22345	32345	08/26/2006		
P	100	12 T							
N									
N	N								
2.5	N	1	1	D	N	N	N	N	N
N	N	N	2007						

## Codes and Descriptions

The following tables define codes used in the file upload.

### Special Ed Category Codes

Code	Description
<b>0100</b>	General Class with Modifications 80-100%
<b>0110</b>	Resource Room 40-79%
<b>0120</b>	Self-Contained Classroom 0-39%
<b>0130</b>	Separate Day School
<b>0140</b>	Residential Facility
<b>0150</b>	Home/Hospital
<b>0315</b>	Early Childhood Setting 80-100%
<b>0325</b>	Early Childhood Setting 40-79%
<b>0330</b>	Early Childhood Setting 0-39%
<b>0335</b>	Separate Class
<b>0345</b>	Separate School
<b>0355</b>	Residential Facility
<b>0365</b>	Home
<b>0375</b>	Service Provider Location

## Special Ed Program Codes

Code	Description
<b>A</b>	Mild to Moderate Disabilities
<b>B</b>	Severe Disabilities
<b>C</b>	Speech Only
<b>D</b>	Early Childhood
<b>E</b>	Day Program
<b>F</b>	Residential Program
<b>G</b>	Homebound Program

## Primary Disability Codes

Code	Description
<b>500</b>	Deaf-Blindness
<b>505</b>	Emotional Disturbance
<b>510</b>	Cognitive Disability
<b>515</b>	Hearing Loss
<b>525</b>	Specific Learning Disability
<b>530</b>	Multiple Disabilities
<b>535</b>	Orthopedic Impairments
<b>540</b>	Visual Loss
<b>545</b>	Deafness
<b>550</b>	Speech/Language
<b>555</b>	Other Health Impairment
<b>560</b>	Autism
<b>565</b>	Traumatic Brain Injury
<b>570</b>	Developmental Delay



## Enrollment Status Codes

Code	Description	Only Valid If
<b>A</b>	School Choice	Only Valid If Resident District Same As Attending District
<b>D</b>	Persistently Dangerous	Only Valid If Resident District Same As Attending District
<b>B</b>	Placed and Paid by Tribal	Only Valid If Resident District Different From Attending District
<b>C</b>	Contracting Student	Only Valid If Resident District Different From Attending District
<b>E</b>	Placed and Paid by DSS	Only Valid If Resident District Different From Attending District
<b>G</b>	Whole Grade Sharing	Only Valid If Resident District Different From Attending District
<b>J</b>	Placed and Paid by Corrections	Only Valid If Resident District Different From Attending District
<b>M</b>	Parentally Placed in Private School	Only Valid If Resident District Different From Attending District
<b>O</b>	Open Enrollment	Only Valid If Resident District Different From Attending District
<b>P</b>	Tuition Paid by District	Only Valid If Resident District Different From Attending District
<b>T</b>	Tuition Paid by Other	Only Valid If Resident District Different From Attending District
<b>W</b>	Tuition Waived	Only Valid If Resident District Different From Attending District

## Multiple Disability Codes

Code	Description
505	Emotional Disturbance
510	Cognitive Disability
515	Hearing Loss
525	Specific Learning Disability
535	Orthopedic Impairments
540	Visual Loss
545	Deafness
550	Speech/Language
555	Other Health Impairment
560	Autism
565	Traumatic Brain Injury
570	Developmental Delay

## Special Ed Exit Codes

Code	Description
1	Not receiving SE services
2	Graduated (high school diploma)
4	Reached the maximum age
5	Died
6	Moved, known to be continuing
7	Moved, not known to be continuing
8	Dropped out
9	Refused services
10	ISFP done before max age/Pt C
11	Change in IEP
12	Student Continues

## Race Ethnicity Codes

Code	Description
AS	Asian
BL	Black, not Hispanic
HI	Hispanic
IN	American Indian or Alaskan Native
PI	Native Hawaiian or Pacific Islander
TR	Two or more races
WH	White, not Hispanic

### Citizenship Codes

Code	Description
1	US Citizen
2	Foreign Exchange Student
3	Immigrant or Refugee

### Transportation Codes

Code	Description
01	Student Not Transported
02	Student Transported on District-Owned Buses
03	Student Transported on Contracted Buses
04	Mileage Paid in Lieu of Transportation

### Homeless Status Codes

Code	Description
D	Doubled Up/Sharing Housing
E	Emergency/Transitional Shelter
H	Hotels/Motels
T	Transitional Housing
U	Unsheltered

### Service Type Codes

Code	Description
P	Primary
S	Partial
N	Special Ed Services

**Suffix Codes**

Code
Jr.
Sr.
I
II
III
IV
V
VI
VII